

THE GRADUATE SCHOOL

Since 1947 the Graduate School has focused upon master's level education, emphasizing applied research and creativity within the context of coherent and innovative programs. In many disciplines, interdisciplinary and intercollegiate academic arrangements allow for scholarly investigations which are not generally available in the traditional master's degree.

The University and its location offer broad learning opportunities. The Bradley Cullom-Davis Library, the Center for Learning Resources (including on-campus television and radio stations), the Computer Center, and extensive laboratories and studios equip students with ample research and creative facilities. The graduate faculty of 160 full-time professors is complemented by lecturers and research personnel from off-campus. Bradley has the only graduate school in Peoria, Illinois, a population center of 300,000. This area is characterized by an economically sound industrial complex contained within a highly productive agricultural region. The area provides unique resources for students of industry, business, science, and education.

Students with undergraduate degrees often find that advanced education at the master's level can be the entry point for new and better job opportunities in business, industry, government, or education. It can lead to further study and rewarding careers as university faculty, researchers, or scientists. In some fields, the master's degree is a necessity in order to obtain the professional credentials or recognition needed to be successful. The master's degree can also assist working professionals to upgrade their skills, keep abreast of new knowledge in the field, or enhance their own personal development.

Degrees

Bradley University offers the following graduate degrees:

Foster College of Business Administration

Accounting	M.S.A.
Business Administration	M.B.A.

Slane College of Communications and Fine Arts

Ceramics	M.A. and M.F.A.
Painting	M.A. and M.F.A.
Photography	M.A. and M.F.A.
Printmaking	M.A. and M.F.A.
Sculpture	M.A. and M.F.A.

College of Education and Health Sciences

Nursing Administration	M.S.N.
Nurse Administered Anesthesia	M.S.N.
Human Development Counseling	M.A.
Leadership in Educational Administration	M.A.
Leadership in Human Service Administration	M.A.
Curriculum and Instruction	M.A.
Learning Disabilities	M.A.
Physical Therapy (beginning in 2000)	M.P.T.

College of Engineering and Technology

Civil Engineering	M.S.C.E.
Electrical Engineering	M.S.E.E.
Industrial Engineering	M.S.I.E.
Manufacturing Engineering	M.S.MF.E.
Mechanical Engineering	M.S.M.E.

College of Liberal Arts and Sciences

Biology	M.S.
Chemistry	M.S.
Computer Science	M.S.
Computer Information Systems	M.S.
English	M.A.
Liberal Studies	M.L.S.

LAS M.B.A. Program

Undergraduate students in the College of Liberal Arts and Sciences may combine their studies and earn their baccalaureate degree and M.B.A. degree in five years. Students may include all of the prerequisites for the M.B.A. program as a part of their required 124 undergraduate semester hours. Careful scheduling is required and should be coordinated with the student's undergraduate advisor and M.B.A. program director. Students electing this option must be fully admitted to the Graduate School before registering for graduate-level courses and have the written approval of the Director of the M.B.A. program. Students should contact the Director of the M.B.A. program during their sophomore year for particular information.

IE M.B.A. Program

Undergraduate students in the industrial engineering program of the Industrial and Manufacturing Engineering and Technology Department may combine their studies and also earn an M.B.A. degree in five years. Students may include all of the prerequisites for the M.B.A. program as part of their required 133 undergraduate semester hours. Careful scheduling is required and should be coordinated with the student's undergraduate advisor and M.B.A. program director. Students electing this option must be fully admitted to the Graduate School before registering for graduate-level courses and have the written approval of the Director of the M.B.A. program. Students should contact the Director of the M.B.A. program during their sophomore year for particular information.

Graduate School Admission Criteria

Eligibility

Graduate study is open to any student who holds at least a bachelor's degree from an accredited college or university and to certain qualified Bradley seniors (see Categories of Admission below). Students who have already received a master's degree from Bradley must reapply for admission if they wish to take further course work.

Categories of Admission

1. **Unconditional.** This classification denotes a graduate student who is admitted to a degree program. At the undergraduate level, the student must have achieved an overall grade point average on a 4.0 scale of at least 2.50 (halfway between B and C), and an average of not less than 2.75 (B-) in courses considered to be in the student's major area of study.
2. **Conditional.** This status may be given if the student's overall undergraduate grade point average is below that required for unconditional admission (2.50 overall and 2.75 in the major area of study). It may also be given if the student's scores on standardized tests fall below the requirement in the discipline; if the student does not have sufficient undergraduate

preparation; or in fine arts performance areas, if, in the judgment of the faculty, the quality of work is not totally acceptable. If undergraduate deficiencies are a cause of conditional admission, the faculty in the discipline shall specify the activities which will remove the deficiencies.

The student must obtain the Removal of Conditional Status Form and return it to the Graduate School. Students who are admitted conditionally will not be considered for scholarships or assistantships until the conditions of their admission are met and a "Removal of Conditional Admission Status" form has been submitted and approved. Conditional status must be removed prior to graduation.

3. **Graduate Student-at-Large.** This admission status is for a student who has a bachelor's degree from an accredited institution, wishes to register for graduate or undergraduate courses, and is not currently seeking a graduate degree from Bradley University. Graduate students-at-large do not qualify for scholarships or assistantships.

At the time of application or during the first semester of enrollment, a graduate student-at-large must provide official transcripts as evidence of having earned a bachelor's degree. The student may enroll in any graduate courses for which he or she has met the prerequisites. Students who enroll in courses for which they are not qualified or do not have departmental approval will be asked to withdraw.

Admission as a graduate student-at-large does not constitute admission to a degree program. Should the student later wish to apply to a degree program, all requirements for admission to that program must be met. A maximum of 9 semester hours with grades of B or better earned as a graduate student-at-large may be applied to a degree program, with approval of the program's graduate advisor.

4. **Bradley Undergraduate Students.** Bradley seniors of superior academic standing who are within 6 semester hours of graduation, or who are registering for the semester during which they will complete their bachelor's degree requirements, may register for graduate courses for graduate credit if approved by both the undergraduate dean and the graduate advisor. However, a senior may not take more than 15 hours of graduate work prior to completing baccalaureate requirements. If admitted, the student registers as a senior. Eligible seniors who desire graduate credit must submit the "Application for Graduate Credit for a Senior" form to the Dean of the Graduate School. Forms may be obtained from the Graduate School Office, Bradley Hall, Room 118.

Admission Requirements

Degree-seeking students must submit the following materials and an "Application for Graduate School" (including a nonrefundable \$35 application fee) before being considered for admission.

Transcripts

All applicants for degree programs must have two official transcripts of all undergraduate and all graduate credits from other institutions sent to the Graduate School, Bradley University, Peoria, IL 61625.

Recommendations

Applicants for admission must have two letters of recommendation sent directly to the Dean of the Graduate School from individuals who can comment on their potential to perform well in a graduate program. The department of nursing requires three recommendations: from an immediate supervisor, a faculty member, and a professional associate.

Entrance Examinations

Certain programs require graduate examinations before admission. Official score reports should be sent to the Graduate School if applicable:

Business Administration and Accounting:

Graduate Management Admission Test (GMAT)

Education (all fields): Miller Analogies Test (MAT) or Graduate Record Examination (GRE) general test.

Electrical Engineering: Graduate Record Examination (GRE) (for students from non-ABET-accredited schools) – general test or new test #2 when available.

Nursing: Graduate Record Examination (GRE) general test only; OR Miller Analogies Test (MAT)

Information about the GMAT, GRE, and TOEFL may be obtained from the Educational Testing Service, Box 955, Princeton, N.J., 08540; the Bradley Center for Orientation, Testing and Advisement, Bradley Hall 133; or the Graduate School. Information regarding the MAT may be obtained from the Graduate School, 118 Bradley Hall, (309) 677-2375.

Some departments have additional requirements. Be certain to check individual programs for admission requirements.

International Students

International students are those who are not citizens or permanent residents of the United States.

In addition to the admission requirements stated above, international students should review the following information.

Any applicant whose native language is not English is required to submit the results of the Test of English as a Foreign Language (TOEFL). A minimum aggregate TOEFL score of 500 is necessary for admission to the Graduate School. Some departments have higher minimum requirements. Further information on the TOEFL exam can be obtained by contacting the nearest U.S. embassy, consulate, or U.S. Information Agency, or by writing directly to the Educational Testing Service (ETS), Box 899, Princeton, N.J., 08540, U.S.A. Students who have previously studied in the United States should contact the Graduate School Office to determine whether the TOEFL is required.

International applications must be accompanied by proof of financial support. This proof of support shows that the applicant has the necessary funds or that a sponsor is willing to pay the applicant's tuition and living expenses during his/her stay at Bradley University. The

Financial Information and Certification Form, which is provided with international application materials, should be used for this purpose. Other acceptable documentation would include an official bank document that shows account balances. Documents that show a balance in non-U.S. denominations should reflect both the current exchange rate and the equivalency of financial support in United States dollars. Documentation from a source other than the applicant must be accompanied by a letter of support.

Academic Regulations

The Graduate School requires that a minimum of 30 semester hours be successfully completed for the master's degree. Specific programs may require additional hours.

A full-time student takes 9 to 15 semester hours of course work during a semester of the regular academic year; the maximum permitted is 16 semester hours. Full-time graduate assistants may not enroll in more than 12 semester hours nor work more than 20 hours each week without written permission of their graduate advisor and the Dean of the Graduate School. During the summer, a full-time graduate course load is 6 semester hours each session.

Scholastic Requirements

A degree-seeking student must have a minimum cumulative GPA of 3.0 (B) in graduate work at this University to be in Academic Good Standing at the graduate level. A graduate student whose cumulative grade point average drops below a 3.0 will be placed on probation. While a student is on probation, the student's record will be reviewed each semester. The student will be dismissed from the program if the semester grade point average in any succeeding semester of enrollment falls below 3.0. Whenever a student's cumulative grade point average equals at least 3.0, the student will be removed from probation.

A dismissed student may petition for reinstatement by filling out a "Petition for Reinstatement to Graduate Study" and sending it to the Dean of the Graduate School, 118 Bradley Hall.

A student admitted to a degree program who receives grades of less than "B" for 9 semester hours in that graduate program will be dismissed and must petition the Dean of the Graduate School for permission to continue. The petition must be approved by the graduate advisor, the department chair, and the Dean of the Graduate School. Petitions for Reinstatement to Graduate Study are available in the Graduate School office, 118 Bradley Hall.

To graduate, a student must be in academic good standing, must have met all conditions placed on him or her by the department, and must have been approved for unconditional status.

Time Limit for Degree Completion

Candidates should complete all requirements for the master's degree within five years following the recording of their first graduate grades, including graduate courses taken as a student-at-large. If they do not do so and wish to use courses for the degree that were taken prior to the five-year limitation, they must validate those courses by examination, if their major department gives them permission to do so. This examination is to be devised by the department in which the courses were offered.

Students will be expected to be familiar with contemporary developments in subjects they have taken prior to the five-year limitation. Credit will be allowed for courses which extend beyond the limit only if the advisor recommends to the dean that the candidates are proficient in the subjects. Students should begin the approval process by contacting their graduate advisor.

Transfer of Credit

For a coherent program, master's degree candidates should take all of their graduate work at one institution or consortium. Bradley will, however, accept 6 semester hours of transfer credit from another accredited institution, providing that (1) the grade in each course offered for transfer is at least a B, and (2) the graduate advisor recommends its acceptance to the Dean of the Graduate School. In rare instances, more than 6 semester hours may be transferred; but in no instance will Bradley accept more than 12 semester hours of transfer credit toward the degree. Grades of courses transferred are included in the calculation of the graduate-level gradepoint average.

Financial Assistance Opportunities

The Graduate School awards financial assistance on a competitive basis to qualified new and continuing students based on a variety of factors including academic excellence, financial need, and availability of funds. Graduate financial assistance opportunities include assistantships, scholarships, and loans.

Application Procedures

Students applying for Graduate School financial assistance must complete the Graduate School Application for Financial Assistance and submit it to the Graduate School by the priority application deadlines listed below.

In some cases, students might be required to submit additional information for consideration. All applications and supporting documentation should be sent to the Graduate School, 118 Bradley Hall, Bradley University, Peoria, IL 61625.

Priority Application Deadlines

Fall Semester	March 1
January Interim	October 1
Spring Semester	October 1
3-week May Interim	March 1
8-week May Interim	March 1
First Summer Session	March 1
Second Summer Session	March 1

Assistantships

Full- and part-time graduate assistantships are available in most departments that offer graduate work as well as in certain administrative areas. Assistantships for research, teaching, and other academic activities are awarded annually on a competitive basis, with scholastic ability and evidence of special qualifications being the most important criteria.

Full-time Assistantships

Full-time graduate assistants are required to work 20 hours each week for the assigned department. In return, full-time graduate assistants receive a stipend commensurate with the full-time nature of their work assignments in the departments. Students qualifying for full-time assistantships also qualify for tuition scholarships for 100 percent of actual tuition costs up to 18 credit hours per year.

Part-time Assistantships

Part-time graduate assistants are required to work 10 hours each week for the assigned department and receive 50 percent of the full-time stipend. Students qualifying for part-time assistantships also qualify for tuition scholarships for 50 percent of actual tuition costs up to 18 hours per year.

Minimum Requirements:

1. Unconditional admission to a graduate degree program (or removal of conditional admission), and
2. Approval of the department chair, the dean of the appropriate college, and the Dean of the Graduate School, and
3. In addition, international students must have:
 - an overall undergraduate grade point average (g.p.a.) of 3.5 on a 4.0 scale, and a TOEFL score of at least 550
 - or
 - an overall graduate g.p.a. of at least 3.0 after completion of 12 semester hours of graduate study at Bradley or another accredited U.S. institution.

Renewal Requirements:

1. Submit the Graduate School Application for Financial Assistance by the priority deadlines listed previously, and
2. Complete at least 6 hours (for a full-time assistantship) or 3 hours (for a part-time assistantship) of course work each semester, and
3. Maintain a minimum 3.0 g.p.a., and
4. Receive a positive recommendation and approval from the department, college, and Graduate School.

Scholarships

Scholarships are defined as awards to qualified students that do not require repayment (in money or service) to the University.

Graduate School scholarships may cover up to 50 percent of tuition costs for up to nine semester hours of coursework taken during the fall and spring semesters. In addition, students may apply for scholarships covering up to 50 percent of tuition costs for up to three semester hours during the January Interim, and up to nine semester hours total during the May Interims and Summer Sessions.

Scholarships are to be used for coursework taken in a student's graduate degree program. All scholarships are awarded on a competitive basis.

Academic Excellence Scholarships

Minimum Requirements:

1. Unconditional admission to a graduate degree program (or removal of conditional admission), and
2. An overall undergraduate g.p.a. of at least 3.5 on a 4.0 scale, and a TOEFL score of at least 550 (international students only).

or

An overall graduate g.p.a. of at least 3.5 after completion of 12 semester hours of graduate study at Bradley or at another accredited U.S. institution.

Renewal Requirements:

1. Submit the Graduate School Application for Financial Assistance by the priority deadlines listed previously, and
2. Maintain a 3.5 g.p.a.

Special Scholarships

A limited number of special scholarships are awarded on a competitive basis to qualified students.

Minimum Requirements:

1. Unconditional admission to a graduate degree program (or removal of conditional admission), and
2. Member of a protected class (African American, Hispanic American, Asian American, native American, or Alaskan native) and/or
3. Demonstrate financial need through submission of the Free Application For Federal Student Aid (FAFSA) and other correspondence as requested by the Graduate School.

Other Scholarships

There are many scholarships and fellowships that are available from external sources, including the Illinois Consortium for Educational Opportunity (ICEOP) and the National Science Foundation (NSF).

Loans

Federal Direct Subsidized Stafford Loans

Qualified graduate students, both full- and part-time, may be eligible to borrow up to \$8,500 each academic year under this program.

Federal Direct Unsubsidized Stafford Loans

This loan program offers long-term educational loans to qualified graduate students. Students may be eligible to borrow up to \$10,000 each academic year.

For additional information about the Federal Direct Subsidized and Unsubsidized Stafford Loans, contact the Financial Assistance Office in Swords Hall, (309) 677-3089.

USX Loans

The USX Foundation makes loans available to students studying in the fields of business, computer science, and engineering. Loans are made at an annual rate of 7% and may not exceed \$2,000 in an academic year.

For more information regarding these scholarships and loan opportunities, contact the Graduate School, (309) 677-3215 or (309) 677-2375.

Division of Continuing Education and Professional Development

The Division of Continuing Education and Professional Development is dedicated to one single purpose – extending the resources of the University to promote lifelong learning. Serving the educational needs of adult professionals and talented youth, the Division each year provides programs and courses for more than 4,600 individuals who utilize the services of the Division.

Bradley's educational commitment to its students does not end with their graduation. Furthermore, the University would like to share the benefits of its gifted and talented faculty. Toward this end, the University has begun developing a curriculum of stimulating and enriching classes for all interested alumni, parents, and friends. Incoming students can anticipate a lifelong relationship with learning at Bradley University.

Individuals interested in further information may contact the staff of the Division whenever assistance is needed in the following areas:

- Alumni education courses for Bradley University alumni, friends, and family are available through the division.
- The division is the admissions office for students who wish to take undergraduate courses on a part-time basis, who are not seeking an undergraduate degree, and who do not hold an undergraduate degree.
- The division contracts with employers to deliver professional development workshops, seminars, and short courses that bring the expertise of the University to employees — courses that give them skills, not grades.
- Credit courses offered on a contract basis can be delivered directly on site at company locations or these courses can be offered on campus with registration open only to company employees.
- The division hosts regional and national meetings of business and professional organizations.
- The staff of the division offers consulting services in corporate training and development.
- Youth programs for talented and aspiring young people are coordinated through the division.
- The division coordinates the delivery of a variety of cultural enrichment programs.
- CLEP testing is administered by division staff.
- Interim and summer sessions are directed by the division.
- The division coordinates distance education including courses delivered by videotape, “live instruction” or compressed video.

- The division's computer training classroom provides technology education and training. Located in the Campustown mall, the facility offers 16 state-of-the-art computer workstations, a dual-boot Windows NT and Windows '95 UNIX server, and a broad array of software programs.

Credit Program Opportunities

Credit Courses for Part-Time Undergraduate Students Not Seeking a Degree

Students who wish to enroll on a part-time basis (less than 12 semester hours) in undergraduate courses, who do not hold a bachelor's degree, and who do not intend to complete an undergraduate degree may apply for admission to Bradley as an undergraduate student-at-large. A student who wishes to pursue this option can apply for admission through the Division of Continuing Education and Professional Development. Undergraduate students-at-large are subject to all University policies and regulations.

Non-Credit Program Opportunities

Professional Development

A wide variety of professional development courses, workshops, and seminars are scheduled each semester through the division.

The division actively seeks strategic alliances with area businesses, non-profit institutions, government, and other organizations so that the University may better serve the continuing education needs of our region and our alumni. Activities include non-credit courses, conferences, workshops, seminars, and teleconferences offered to audiences on campus or at other locations.

The division works with the University's institutes, centers, and Colleges to extend Bradley's resources – faculty expertise, teaching experience, laboratories, and facilities to the community. Communication skills, computer training, and counseling are just a few of the subjects taught through the division.

Contract Programs

The division staff works with business, industry, professional educators, community agencies, and organizations to individually design contract programs to meet the organization's specified need.

Surveys are designed to assess education and training needs. Topics and curricula are identified and developed to provide a program tailored to specific educational needs.

Programs may be scheduled at the organization's site, on Bradley's campus, or at other locations. Topics include financial planning, computer applications, speaking and writing skills, and many others.

Continuing Education Units

Continuing education units are available in many of the professional development programs. Prior application and approval to receive continuing education units is required.

Lifelong Learning

Bradley alumni, family, friends, and Peoria area residents of all ages may enrich their lives by enrolling in a variety of non-credit activities offered by the Division. Bradley's faculty and alumni frequently serve as speakers and instructors for various courses. Programs for young people include the Institute for Gifted and Talented Youth and the two-week Summer Forensics Institute. The division also provides personal enrichment activities throughout the year, including the Alumni College and the Institute for Learning in Retirement, a membership organization designed for peer learning. To receive information about upcoming programs, contact the division in Heitz Hall.

Adults over age 62 may also enroll in regular credit undergraduate courses at the rate of \$10 per credit hour. Enrollment is subject to availability of classroom space.

College-Level Examination Program (CLEP)

Bradley University is committed to the principle that college level achievement should be recognized and rewarded without regard to where, when, or how the knowledge was acquired. The University grants a maximum of 60 semester hours to those who earn scores on the CLEP examinations in the 50th percentile or higher on national college sophomore norms. Credit for CLEP may be used to satisfy the Basic Skills or General Education requirements.

A maximum of 30 semester hours may be earned by taking the following general examinations of the College-Level Examination Program, which includes 6 credits for each of the following subject areas: English composition with essay, humanities, mathematics, natural sciences, and social sciences.

Students may also earn a maximum of 30 semester hours of credit by taking Subject Matter Examinations. Subject examinations are available in 30 areas. The college in which a student is a major determines the applicability of CLEP credit toward degree requirements. For any English subject exam with an optional essay, the essay portion must be written in order to receive credit at Bradley University.

CLEP credit is transfer credit. As with other transfer credit, no CLEP credit will be accepted that duplicates credit already received from other sources. An official copy of the scores must be sent from the CLEP office, by request of the student, directly to the Division of Continuing Education and Professional Development.

Examinations for the College-Level Examination Program (CLEP) of the College Board are given on campus on a quarterly basis. Application forms and specific testing dates are available in the Division of Continuing Education and Professional Development.

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Sharon St. Germain
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Gregory Killoran
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Director, Multicultural Student Services
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Director, Student Activities
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Director, Health Services

Coordinator, Orientation and Advisement
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Director, Wellness and Counseling
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Index

- Absences, 40
- Academic Calendar, 8
- Academic Dismissal, 14, 37
- Academic Exploration Program, 41
- Academic Forgiveness, 37
- Academic Grievances, 38, 39
- Academic Ombudsman, 36
- Academic Regulations, 29
- Academic Review Board, 37
- Accounting, Department of, 52
 - Courses, 54
- Accreditation, 12
- Activities, 22, 28
- Actuarial Science – Business, 74
- Actuarial Science – Mathematics, 216
- Address Changes, 41
- Administration and Faculty, 253
- Administration of Criminal Justice, 179
- Admission Requirements, 12
- Admission Without High School Diploma, 14
- Admissions, 12
- Advanced Placement, 15, 32, 216
- Advanced Tuition Commitment Deposit, 28
- Advertising (Communication), 88
- Advertising (Marketing), 71
- African-American Studies, 180
- All-University Requirements, 32, 33
- American Studies, 181
- Application Fee, 28
- Application for Graduation, 38
- Applied Music, 27
- Applying for Financial Aid, 18
- Area Admissions Offices, 16
- Area Studies, 182, 234, 242
- Art, Department of, 82
 - Courses, 84
 - Minor, 84
- Arts and Ideas Seminar, 178
- Asian Studies, 182
- Astronomy, 226
- Athletics, 23
- Attendance at Commencement Convocation, 39
- Audio Visual Services, 24
- Auditing Courses, 30
- Automobile Registration Fee, 28

- Bachelor of Arts Degree Requirements, 35, 201
- Bachelor of Science Degree Requirements, 35
- Basic Skills Requirements, 33
- Biochemistry/Molecular Biology, 182

- Biology, Department of, 183
 - Courses, 185
 - Minor, 184
- Board of Trustees, 252
- Bookstore, 24
- Business Administration, Foster College of, 47
 - Admission Requirements, 13, 48
 - Cooperative Education/Internship, 51
 - Graduation Requirements, 48
 - Minor, 50
- Business Computer Systems, 55
- Business Management and Administration, Dept. of, 55
 - Courses, 59
 - Management Minor, 59

- Calendar, Academic, 8
- Campus Visits, 1, 15
- Career Center, 21
- Change of Address, 41
- Change of College or Curriculum, 40
- Change of Student Status, 30
- Cheating, 37, 38
- Check Cashing Privilege, 28
- Chemistry, Department of, 188
 - Courses, 189
 - Minor, 188
- Civil Engineering and Construction, Department of, 137
 - Civil Engineering Courses, 140
 - Civil Engineering Program, 137
 - Construction Courses, 145
 - Construction Program, 143
- Class Standing, 30
- Club Sports, 24
- Cocurricular Development, Center for, 20
- College Level Examination Program (CLEP), 15, 32, 35, 251
- Commencement Convocation, Attendance at, 39
- Communication, Department of, 87
 - Courses, 89
 - Minors, 89
- Communications and Fine Arts, Slane College of
 - Cooperative Education/Internship, 81
 - Fine Arts Minor, 81
- Computer Information Systems, 191
- Computer Science and Information Systems, Dept. of, 191
 - Computer Information Systems Courses, 192
 - Computer Science Courses, 192
 - Minor, 191

- Computing Services, 24
- Construction (see Civil Engineering and), 143
- Continuing Education and Professional Development, 250
- Cooperative Education/Internship
 - Foster College of Business Administration, 51
 - Slane College of Communications & Fine Arts, 81
 - College of Education and Health Sciences, 104
 - College of Engineering & Technology, 136
 - College of Liberal Arts & Sciences, 176
- Correspondence, Credit by, 31
- Costs, 17, 27
- Counseling, 21, 27
- Course Load, 30
- Course Numbering System, 30
- Creative Writing, 197, 199
- Credit by Examination, 15, 32
- Criminal Justice, Administration of, 179
- Cullom-Davis Library, 26
- Cultural Center, Romeo B. Garrett, 25

- Dean's List, 39
- Deferred Payment Plan, 28
- Degree Requirements, 32, 38
- Degrees Offered, 10, 245
- Departmental Prerequisite Exams, 32
- Deposit, Application and Housing, 19, 28
- Dietetics, 120
- Diplomas, 39
- Directory for Correspondence, 4
- Dismissal, 14, 37
- Dropping Classes, 28

- Early Admission, 14, 43
- Early Childhood Education, 108
- Earth Sciences, 205
- Economics (Business), Dept. of, 62
 - Courses, 62
- Economics (LAS), 194
- Education and Health Sciences, College of, 103
 - Cooperative Education/Internship, 104
 - Graduate Programs, 105
 - Health Minor, 104
 - Professional Teaching Programs, 105
- Educational Development, Center for, 21
- Educational Leadership and Human Development, Dept., 106
- Electrical & Computer Eng. & Technology, Dept. of, 146
 - Electrical Engineering Courses, 149
 - Electrical Engineering Program, 146
 - Electrical Engineering Technology Courses, 152
 - Electrical Engineering Technology Program, 151
- Elementary Education (see Teacher Education), 109
- Emeritus Faculty, 266
- Engineering and Technology, College of, 135
 - Cooperative Education, 136
- Engineering Physics Program, 154, 178
- English as a Foreign Language (TOEFL), 14
- English, Department of, 195
 - Courses, 197
 - Minors, 197
- Entrance Examinations
 - Graduate, 247
 - Undergraduate, 12
- Environmental Engineering, 139
- Environmental Science, 200
- Examination, Credit by, 32
- Experiential Education, 42

- Facilities, 24
- Faculty, 257
- Family and Consumer Sciences, Dept. of, 119
 - Courses, 122
 - Family and Consumer Sciences Education, 121
 - Foods, Nutrition, and Dietetics, 120
 - General Family and Consumer Sciences, 120
 - Minor, 122
 - Retail Merchandising, 119
- Fees and Expenses, 17, 27
- Fields of Study, 10
- Final Grades, 36
- Finance and Quantitative Methods, Dept. of, 64
 - Courses, 66
- Financial Assistance, 17
- Fine Arts Minor, 81
- Foods, Nutrition, and Dietetics, 120
- Foreign Language Requirement (B.A.), 35, 201
- Foreign Languages, Department of, 201
 - Courses, 201
- Foreign Study (Study Abroad), 44, 201
- Forgiveness, Academic, 37
- Former Students, 15
- Founding of Bradley, 7
- Fraternalities, 22

- Garrett Center, 25
- General Education Requirements, 33
- Geological Sciences, Department of, 204
 - Courses, 206
 - Minor, 205
- Gradepoint System, 35, 36
- Grades, 36
- Graduate Admission, 43
- Graduate School, 245
- Graduation, 35, 38
- Graduation Rate, 41
- Grievances, 38, 39

- Hausler Hall, 25
- Health Center, 25
- Health Form Requirement, 13, 25
- Health Science Major, 128
- History, Department of, 207
 - Courses, 208
 - Minor, 208
- Home Economics. See Family and Consumer Sciences, Dept. of
- Honor Societies, 22
- Honors, Commencement, 39
- Honors Program, 43
- Housing, 19, 44
- Housing Deposit Damage Fee, 19, 28
- Housing, Residential Life, Student Judicial System, 21

- Incomplete, 36
- Individualized Major Program, 211

- Industrial & Manufacturing Eng. & Technology, Dept, 155
 IE MBA Program, 51, 246
 Industrial Engineering Courses, 163
 Industrial Engineering Program, 157
 Manufacturing Engineering Courses, 165
 Manufacturing Engineering Program, 158
 Manufacturing Engineering Technology Courses, 166
 Manufacturing Engineering Technology Program, 160
 Quality Engineering Minor, 156
 Instructional Technology & Production Services, 24, 25
 Intercollegiate Athletics, 23
 Interdisciplinary Course (LAS), 178
 Interim and Summer Sessions, 43
 International Business Program, 67
 Courses, 69
 International Concentration (FCS), 121
 International Students, 14, 20, 247
 International Studies, Institute of, 211
 Courses, 212
 Intramural and Recreational Sports, 24
- January Interim, 44
 Journalism (Communication), 89
 Junior-Senior Credits, 33
- LAS MBA Program, 51, 178, 246
 Law (Pre-Law), 176
 Learning Assistance Center, 25
 Liberal Arts and Sciences, College of, 175
 Cooperative Education/Internship, 176
 Interdisciplinary Courses, 178
 Library, 26
 Library Faculty, 256
 Lifelong Learning, 251
 Literature Minor, 197
- Majors and Minors (see also subject area), 10, 35, 40
 Management and Administration, 56
 Management Minor, 59
 Manufacturing (see Industrial & Manufacturing), 158
 Marketing, Department of, 70
 Courses, 72
 Minor, 72
 Married Student Housing, 20
 Mathematics, Department of, 215
 Courses, 217
 Minor, 216
 MBA (LAS MBA Program), 51, 178, 246
 Meal Plans, 27
 Mechanical Engineering, Department of, 168
 Courses, 169
 Medical Technology Program, 219
 Mid-Term Grades, 36
 Minors, 11, 35, 40
 Mission Statement, 5
 Monthly Installment Payment Plan, 28
 Music, Department of, 93
 Minor, 96
 Music Courses, 96
 Music Education Courses, 99, 112
- Non-Credit Programs, 250
 Non-Degree Seeking Students, 14, 16, 44, 250
 Non-Resident Credit, 31
 Numbering, Course, 30
- Nursing, Department of, 124
 Courses, 126
 Nutrition. *See* Foods, Nutrition, and Dietetics
- Off-campus Housing, 20
 Off-campus Programs (Admissions), 16
 Ombudsman, 36
 Organizations, Student, 22
 Orientation, Summer, 16, 26
- Parking, 28
 Part-time Students, 16, 30, 250
 Payment Plans, 28
 Philosophy and Religious Studies, Dept. of, 221
 Philosophy Courses, 222
 Philosophy Minor, 222
 Philosophy Program, 221
 Religious Studies Courses, 223
 Religious Studies Minor, 223
 Religious Studies Program, 223
 Photography, 83, 88
 Physical Therapy, Department of, 128
 Health Science Courses, 130
 Health Science Major, 128
 Physical Therapy Courses, 132
 Physical Therapy Major, 130
 Physics, Department of, 224
 Courses, 226
 Minor, 225
 Plagiarism, 37, 38
 Police, University, 26
 Political Science, Department of, 229
 Courses, 230
 Minor, 229
 Practicum (Engineering), 136
 Pre-Law, 176
 Pre-Medicine, 176
 Preprofessional Preparation for Health Professions, 176
 Prerequisites, 30, 32
 Probation, Scholastic, 37
 Professional Development, 250
 Professional Writing Minor, 197
 Proficiency Examinations, 32, 94
 Psychology, Department of, 232
 Courses, 232
 Minor, 232
- Quality Engineering Minor, 156
 Quantitative Methods, 67
- Radio/Television, 88
 Refunds, 28
 Registration, 29
 Reinstatement, Academic, 37
 Religious Life, 24
 Religious Studies (see Philosophy and), 223
 Repeated Courses, 30
 Requirements, Admission, 12
 Requirements, All-University, 32, 33
 Residence Halls, 19
 Residence Halls Network (RHNet), 20
 Residence Requirements, 30, 33
 Responsibilities of Students, 32, 38, 41
 Retail Merchandising, 119
 Risk Management and Insurance, 66
 Room and Board, 17, 27
 Russian and East European Studies, 234

272

Safety and Security, 26
Schedule Changes, 29
Scholarships, 18, 249
Scholastic Probation, Dismissal, and Forgiveness, 37
Secondary Education (see also subject area), 105, 111, 175, 178
Security, 26
Smith Career Center, 21
Social Informatics, 235
Social Studies – Secondary Education, 236
Social Work
 Social Work Courses, 237
 Social Work Program, 237
Sociology, Department of, 238
 Courses, 239
 Minor, 239
Sororities, 22
Special Education (see Teacher Education), 113
Speech, 89
Sports, 23
Student Activities, 22
Student Affairs, 20
Student Center, 26
Student Leadership and Public Service, Center for, 42
Student Organizations, 22
Study Abroad, 44, 69, 211
Summer and Interim Sessions, 43
Summer Orientation, 16, 26

Teacher Certification (see also subject area), 81, 96, 105
Teacher Education, Department of, 107
 Courses, 114
 Early Childhood, 108
 Elementary, 109
 Second Majors, 110
 Secondary, 111
 Special Education, 113
Technical Mathematics, 172
Telecommunications, 26
Theatre Arts, Department of, 99
 Courses, 100
 Minor, 100
TOEFL, 14
Transcripts, 27, 41
Transfer Admission, 14
Transfer Credit, 14, 31, 177
Tuition, 17, 27, 44
Two Degrees, Requirements for, 35

Undecided Students, 41, 51
University Experience Course, 45, 105

Visits to Campus, 1, 15

Washington Semester, 178
WCBU FM89.9, 27
Wellness and Counseling, Center for, 21, 27
Western Civilization, 33, 241
Western European Studies, 242
Withdrawal, 28
Women's Studies, 243